

**JOB DESCRIPTION  
MURFREESBORO POLICE DEPARTMENT  
ADMINISTRATIVE SECRETARY**

1. **JOB TITLE: ADMINISTRATIVE SECRETARY**
2. **DEFINITION:** The position of Administrative Secretary requires an individual who is capable of exercising independent judgement, who possesses secretarial skills and the personal disposition and the psychological qualities generally required of people who work well with the public and other employees. This is an entry to mid-level position. The employee will be responsible through the chain of command to the Police Chief. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and as Non-Safety Sensitive; the employee will be subject to reasonable suspicion, post-accident (incident), return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
  - a. An Administrative Secretary must be capable of operating a personal computer, typewriter, telephone, 10-key calculator, fax machine, copy machine, postage machine, multi-line telephone, and miscellaneous office equipment and accessories customarily used in an office environment.
  - b. The job location is in the Murfreesboro Police Department. Work is generally performed indoors and in a smoke-free environment.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
  - a. Possesses knowledge of payroll concepts and Fair Labor Standards Act; computes payrolls, overtime, and other special pay accurately and on schedule.
  - b. Maintains and balances all records relating to the accrual and disbursement of sick and annual leave.
  - c. Balances and prepares daily bank deposits.
  - d. Answers specialized telephone line and receives, records and processes confidential information about criminal activity, which may be time-sensitive, in accordance with established protocols.
  - e. Makes arithmetic calculations rapidly and accurately on 10-key full business calculator.
  - f. Accurately prepares reports and records pertaining to administrative information.
  - g. Prepares and types departmental correspondence.
  - h. Answers multi-line telephone, directing calls, answering inquiries, and taking messages as needed.
  - i. Maintains confidentiality about information learned on the job.
  - j. Receives and sends facsimile transmissions.
  - k. Sits, stands, stoops, and walks intermittently.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Sends correspondences and documents to other departments.
- b. Deposits outgoing and in-house mail in proper receiving bins.
- c. Performs other duties and special projects as assigned.

**5. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. High school diploma or GED.
- b. Two (2) years of prior secretarial experience.
- c. Be a minimum of 21 years of age.
- d. Must have legal authorization to work in the United States of America.
- e. Must pass a pre-employment background investigation.
- f. Ability to report for work and perform job responsibilities in timely manner in order to meet scheduled deadlines.
- g. Ability to perform occasional overtime.
- h. Ability to perform the duties of the position for an entire workday.
- i. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substance.
- j. Possesses temperament and good judgement to effectively deal with the public and/or City employees, some of whom may be irate or unreasonable, both by phone and personal contact.
- k. Ability to retrieve and file documents.
- l. Must have a good reputation for confidentiality.
- m. Possess excellent communication skills, both written and oral.
- n. Possess excellent typing skills; at least 55 wpm preferred.
- l. Knowledge of modern bookkeeping practices and procedures.
- m. Ability to learn personnel policies and procedures.
- o. Possesses good working knowledge of personal computer word processing programs Windows Microsoft Word 6.0, Excel and Access, Photocopying machines, facsimile machine, multi-line telephone and interoffice communication system.
- p. Knowledge of or ability to learn the computer software system of the Murfreesboro Police Department.
- q. Ability to read and comprehend reports, policies and other documents.
- r. Possess physical and mental ability to work independently.
- s. Ability to concentrate and accomplish tasks despite interruptions.
- t. Ability to perform a variety of tasks simultaneously or in rapid succession.

**Non-Exempt  
Non-Safety Sensitive  
May 13, 2005**